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<b>Supplemental Bulletin Number</b>	http://file.lacounty.gov/dhr/ehr/cms1_216406.pdf 24814BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	SENIOR SECRETARY V (SACRAMENTO, CA)
<b>Exam Number</b>	M2104M
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	07/28/2014
<b>Filing End Date</b>	07/30/2014
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	4147.10
<b>Salary Maximum</b>	5439.18
<b>Position/Program Information</b>	<p><b>FILING WILL BE SUSPENDED AFTER THE FIRST 50 APPLICATIONS ARE RECEIVED <u>OR</u> ON JULY 30, 2014 AT 5 P.M. (PST), WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN IF THE NEEDS OF THE DEPARTMENT REQUIRE.</b></p> <p><b>THIS POSITION IS LOCATED AT THE CHIEF EXECUTIVE OFFICE, STATE ADVOCACY OFFICE, 1100 K STREET, SACRAMENTO, CA 95814.</b></p> <p><b>IN ORDER TO EVALUATE YOUR APPLICATION ACCURATELY, PLEASE FILL OUT THE SUPPLEMENTAL INFORMATION QUESTIONNAIRE AND ATTACH A COPY OF YOUR ORGANIZATIONAL CHART.</b></p>
<b>Essential Job Functions</b>	<p>Replies to correspondence with and without dictation.</p> <p>Screens office callers and telephone calls, furnishes requested information, refers calls to others better qualified, and personally takes care of those calls which do not require the attention of the supervisor.</p> <p>Makes appointments and arranges conferences and meetings for supervisor.</p> <p>Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, both written and verbal, and when authorized acts in the supervisor's absence.</p> <p>Acts as liaison officer between the supervisor's office and other departments, agencies, and jurisdictions.</p> <p>Prepares inter-office notices, bulletins, and memoranda, with or without dictation, including interpretations of departmental policy and the laws and regulations governing the activities of the office.</p> <p>Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.</p>

Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.

Relieves supervisor of routine personnel, budget, and other operating details such as scheduling, timekeeping, approving material and purchase requisitions, and contacting the Chief Administrative Office, Department of Human Resources, and other departments.

Keeps check on the execution of plans, improvements, and projects instituted by the supervisor and recommends improvements in departmental procedures.

## Requirements

### **Selection Requirements:**

One year of highly responsible secretarial\* experience at the level of Los Angeles County's class of Secretary V, Senior Secretary III, Senior Secretary IV, Management Secretary I, or Management Secretary II.

**Typing Rate:** 40 net words per minute.\*\*

## Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

## License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## Special Requirement Information

\*All classes in the Secretarial Group perform duties composed of essentially the same basic activities and operations. Positions in these classes are allocated when the work of the supervisor requires full-time personal secretarial assistance. The level of secretary allocated is related primarily to the level of supervisor served.

**In order to evaluate your application accurately, please fill out the Supplemental Information Questionnaire and attach a copy of your organizational chart.**

A Secretary V acts as a secretary to the head of a major section in either (1) a department headed by an elective official of the County of Los Angeles, (2) a department headed by an appointive official who provides immediate advisory services to the Board of Supervisors, or (3) the Department of the Public Defender.

A Senior Secretary III acts as secretary to the head of a major division in a large and complex County department

A Senior Secretary IV acts as secretary to the head of a major division in a very large and complex County department

A Management Secretary I acts as secretary to a deputy director in a small County department

A Management Secretary II acts as secretary to a deputy director in a medium-sized County department

Department size standards

- A small County department has less than 200 employees.
- A medium-sized County department has between 200-900 employees.

- A large and complex County department has 1000 or more employees.
- A very large and complex County department has over 10,000 employees.

**Examination  
Content****This examination will consist of TWO (2) parts:**

**Part 1:** A written test weighted 100% that consists of both computerized and paper-and pencil components covering Written Expression, Reading Comprehension, Data Analysis and Decision-Making, Office Practices and Procedures, Customer Service, Potential for Success, Dependability, Customer Service, Conscientiousness, Commitment, and Customer Focus.

TRANSFER OF SCORES: Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

**Part 2:** \*\*A qualifying typing performance test.

A typing performance test will be administered to candidates who successfully pass the written portion of this examination. Candidates will be allowed ONLY ONE (1) attempt to pass the typing performance test.

The Secretary Series requires a typing proficiency at 40 net words per minute.

The following candidates are exempt from taking the County typing test:

- Those candidates who, in the service of the County of Los Angeles, currently hold or have held a typing position that meets the minimum typing skill requirement of the subject examination.
- Candidates who have taken and passed a Los Angeles County typing performance test administered by a County Department that meets the minimum typing skill requirement of the subject examination. Applicants must attach a copy of the typing certificate to their application.
- Candidates who possess a Certificate of Typing Proficiency issued by the Department of Human Resources (DHR) or issued by an organization with an established partnership with DHR such as the Los Angeles Unified School District that meets the minimum typing skill requirement of the subject examination. Applicants must attach a copy of the typing certificate to their application.

Invitation letters for any test components may be sent to candidates via electronic mail. It is important that you provide a valid e-mail address. Applicants who do not pass the written test will be notified by U.S. Mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Selection Requirements, pass the qualifying typing performance test, and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the Eligible Register.

**Special  
Information**

**JOB LOCATION:**

This position is located at the Chief Executive Office, State Advocacy Office, 1100 K Street, Sacramento, CA 95814.

**TEST PREPARATION:**

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources Job Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation." You can also access practice tests for the computerized portion of the test by going to the following website:

<http://www.shldirect.com/en/practice-tests/>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy  
Information**

The vacancy is **ONLY** located at the Chief Executive Office, State Advocacy Office, located at 1100 K Street, Sacramento, CA 95814.

**Eligibility  
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

No person may compete in this examination more than once every twelve (12) months.

**Application and  
Filing  
Information**

**APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking the tab that reads "Apply to Job" or by clicking the link below. You can also track the status of your application using this system.

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=24814BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=24814BR)

Applicants must upload any required or additional documents as attachment (s) to the online application at the time of filing, including the Supplemental Information Questionnaire and organizational chart. If you are unable to upload documents at the time of filing, you may email the exam analyst at [srivanis@hr.lacounty.gov](mailto:srivanis@hr.lacounty.gov) within five (5) days from the date of your online application submission to request assistance. Please include the exam number and exam title.

We must receive your application by 5:00 pm, PST, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application

depends on whether you have clearly shown that you meet the selection requirements. Provide any relevant experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, salary earned, and description of work performed including a description of your role, level of involvement independence, and information about the size, complexity and level of accountability surrounding your experience. An incomplete application may impact the assessment of your qualifications and acceptance in the examination process.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Sarah Rivanis
<b>Department Contact Phone</b>	(213) 738-2129
<b>Department Contact Email</b>	srivanis@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 738-2057
<b>Teletype Phone</b>	(800) 899-4099
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Job Field</b>	Secretarial
<b>Job Type</b>	Administrative Support

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